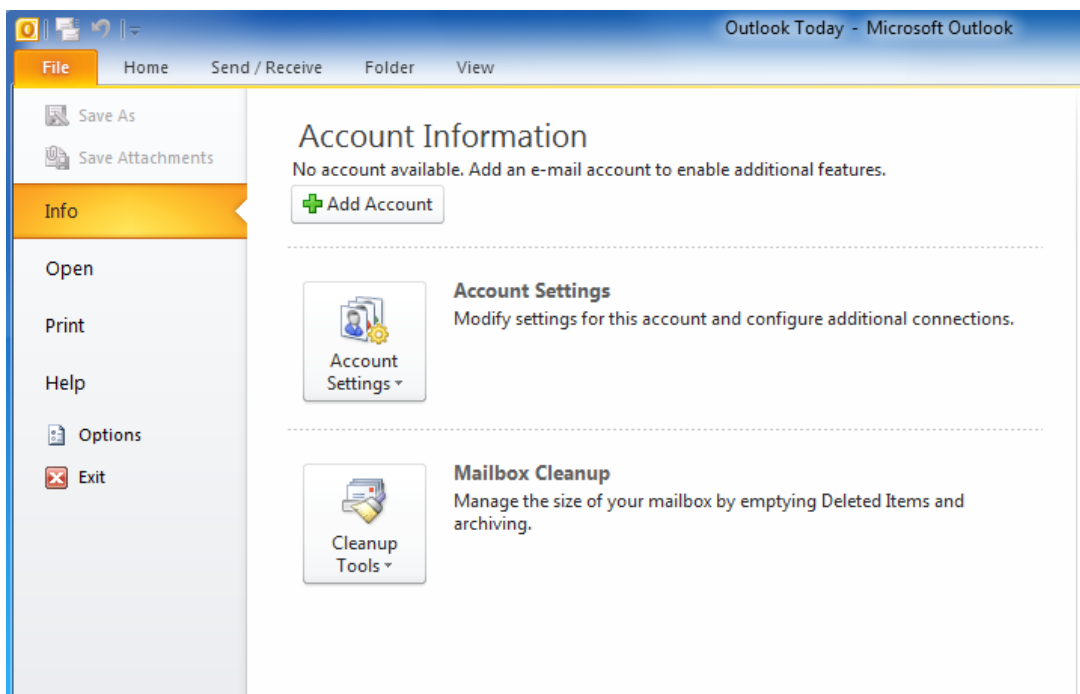


# Creating a New E-mail Account in Outlook 2010

This guide will help you set up a new e-mail account with the proper server settings in Outlook 2010.

**Step 1.** Navigate to your Account Settings:

- Open Outlook 2010
- Click the File menu (top left)
- Click **+Add Account**



**Step 2.** The Add New Account window will open:

- Enter Your Name
- Enter Your full E-mail Address
- Enter Your Password
- Click **Manually configure server settings or additional server types**

The screenshot shows the 'Add New Account' window with the 'Auto Account Setup' section. The window title is 'Add New Account' and it has a close button (X) in the top right corner. The 'Auto Account Setup' section has a sub-header 'Auto Account Setup' and a description: 'Click Next to connect to the mail server and automatically configure your account settings.' There is a mouse cursor icon pointing to the top right corner of the window. Below the description, there are three radio button options: 'E-mail Account' (selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' option has four input fields: 'Your Name:' (with an example 'Ellen Adams'), 'E-mail Address:' (with an example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with a note 'Type the password your Internet service provider has given you.'). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Step 3.** The Add New Account window will change and require you to **Choose Service**

- Select **Internet E-mail**
- Click Next>

The screenshot shows the 'Add New Account' window with the 'Choose Service' section. The window title is 'Add New Account' and it has a close button (X) in the top right corner. The 'Choose Service' section has a sub-header 'Choose Service' and a mouse cursor icon pointing to the top right corner of the window. Below the sub-header, there are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange or compatible service', and 'Text Messaging (SMS)'. Each option has a description: 'Internet E-mail' (Connect to POP or IMAP server to send and receive e-mail messages.), 'Microsoft Exchange or compatible service' (Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.), and 'Text Messaging (SMS)' (Connect to a mobile messaging service.). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Step 4.** Enter your **Internet E-mail Settings**

- Make sure your Name, E-mail Address and Password are correctly entered
- Click the **Account Type** drop-down and select **IMAP**
- In the **Incoming mail server** field enter: **mail.lusfiber.net**
- In the **Outgoing mail server (SMTP)** field enter: **smtp.lusfiber.net**
- Enter your full e-mail address as your **User Name**
- Click More Settings...

**Add New Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: Jane Doe  
E-mail Address: janedoe@domain.net

**Server Information**  
Account Type: IMAP  
Incoming mail server: see instructions  
Outgoing mail server (SMTP): see instructions

**Logon Information**  
User Name: janedoe@domain.net  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...  
 Test Account Settings by clicking the Next button

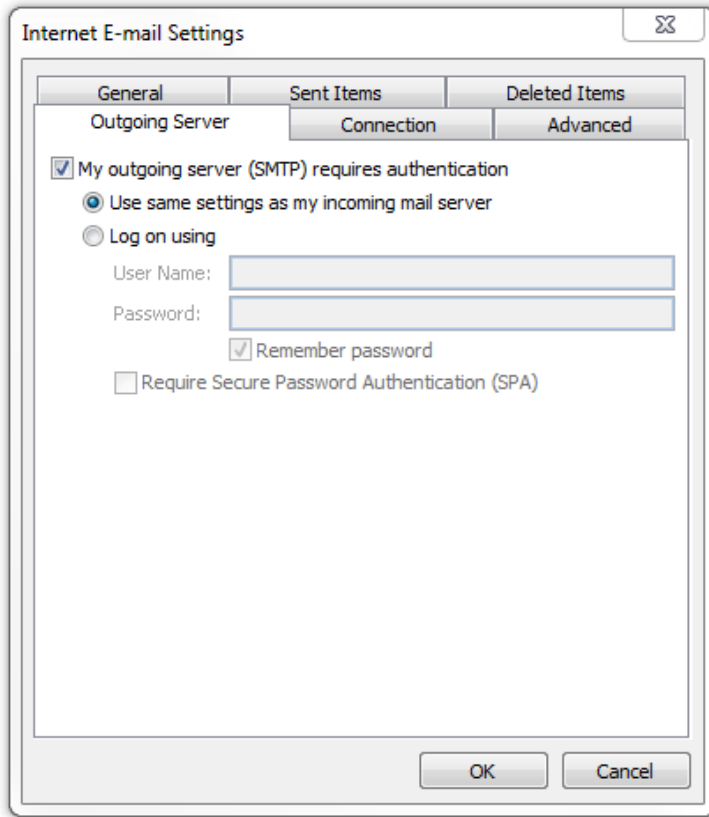
More Settings ...

< Back    Next >    Cancel

**Step 5.** Setting up your Advanced Account Settings:

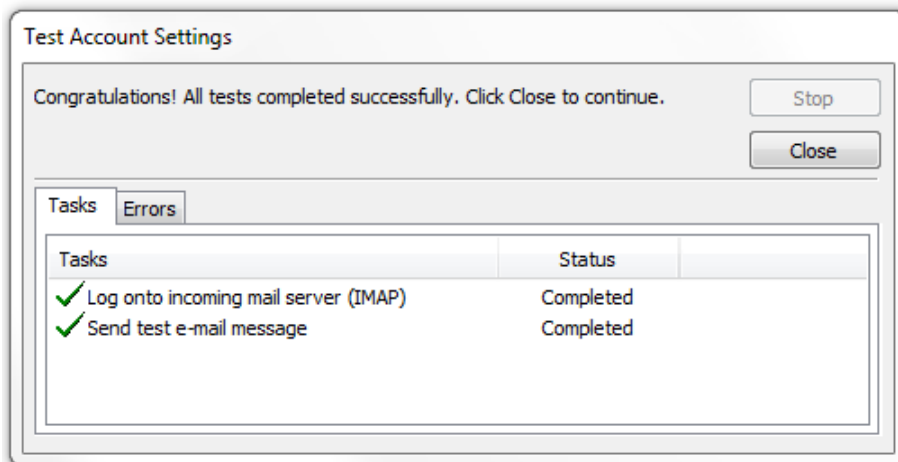
- Click the **Outgoing Server** tab
- Make sure that the box for **My outgoing server (SMTP) requires authentication** is checked
- The field **< Use same settings as my incoming mail server >** should be selected
- Click the **Advanced** tab
- Find the **Incoming Server (IMAP)** drop-down list and select **SSL**
- Find the **Outgoing server (SMTP)** drop-down list and select **SSL**
- Find the **Outgoing server (SMTP)** field and enter **465** (you may need to change the number in this field)

- In the **Incoming mail** field, make sure that **993** is entered for IMAP
- Click OK — you will be returned to the previous window
- Now simply click Next>



**Step 6.** The Test Account Settings window will appear and process the test automatically.

If you experience an error, double-check all steps for accuracy, make sure your Internet connection is active, and try again.



Once your account settings are confirmed by the system, you're finished!